



City of Fayetteville

240 Glynn Street South • Fayetteville, Georgia 30214
Telephone (770) 461-6029 • Facsimile (770) 460-4238

www.fayetteville-ga.gov



MAYOR
Edward Johnson

COUNCIL
Scott Stacy, Mayor
Pro Tem
Kathleen Brewer
Paul C. Oddo, Jr.,
Harlan Shirley
James B. Williams

CITY MANAGER
Ray Gibson

CITY CLERK
Anne Barksdale

August 9, 2016

TO: Honorable Mayor and City Council

FROM: Ray Gibson, AICP, City Manager

SUBJECT: CITY MANAGER'S WEEKLY REPORT: August 1st through August 7th

CITY ADMINISTRATION

- Attended a meeting at the Fayette County Development Authority (FCDA) on Monday, August 1st to discuss a tax incentive plan. Also in attendance were Mayor Ed Johnson, FCDA staff Joan Young and Emily Poole, and FCDA Board Chairman Darryl Hicks.
- Attended a meeting at City Hall on Tuesday, August 2nd to discuss Spillman Software with staff of the Police Department. Also in attendance were IT Director Kelvin Joiner, Police Chief Scott Pitts, Police Major Jeff McMullan, Captain Jeff Harris, and Police IT Analyst Mike Yearty.
- Attended a meeting with Megan Hepker from Southern Crescent Habitat for Humanity on Tuesday, August 2nd to discuss options to engage the City in their efforts. Also in attendance were Mayor Ed Johnson and Council Member Kathleen Brewer.
- Held a management meeting on Wednesday, August 3rd.
- Attended a meeting at Rosser Architects in Atlanta on Wednesday, August 3rd to discuss various downtown projects including Sandy Springs. Also in attendance were Mayor Ed Johnson, Council Member Harlan Shirley, Assistant City Manager Alan Jones, Finance & Administrative Services Director Mike Bush, and Economic Development Director, Brian Wismer.
- Attended the monthly Fayette County Intergovernmental Committee (FCIC) meeting on Wednesday, August 3rd to discuss various issues within Fayette County. Also in attendance was Mayor Ed Johnson.
- Attended a breakfast meeting on Thursday, August 4th with Georgia Military College (GMC) Executive Director Rock Donahue and Mayor Ed Johnson. Mr. Donahue provided an update on GMC.
- Held a meeting with architect Danny England and developer Drew Camp on Thursday, August 4th to discuss some downtown sites for possible mixed-use development.

- Attended a meeting at Pinewood Studios along with numerous City Staff and Council Members on Thursday, August 4th to hear a presentation about the proposed Pinewood Forrest mixed-use project.
- Held a meeting with Kevin Kunich from Noresco on Friday, August 5th to discuss a potential water meter project.

FINANCE & ADMINISTRATIVE SERVICES

Finance

- Continue to clean-up the 2016 Budget departmental line items.
- Preparing for year-end close-out.
- Bid for Website Image Rebranding was awarded to:
 - Global Web Advisors, LLC
- New Software went live during the week.
 - Financial management went live on Tuesday, August 2nd.
 - Staff began working in the new system.
 - The FY2017 Budget has been loaded in the new system.
 - Business license will go live in the near future.
 - Due to conflicting data, the entire conversion was redone for business license.
- New Software Training was held for Human Resources and Payroll.
- New fiscal year began on August 1st.
 - Began to input all the COLA increases.
 - Departments are to have personnel action (PA) forms turned in no later than August 8th.
 - New Insurance Benefits need to be uploaded in the system before August 11th.
 - Part-time Employee vacations need to be uploaded in the system before August 11th.
- Purchasing Agent is working on the Cleaning Services RFP.

Accounts Payable

- Keyed payment data for 124 invoices and processed payments to 89 vendors.
- Prepared 98 current week checks for pick up/mailing.
- Reviewed current incoming invoices and receivables.

Occupational Tax

- Received six (6) new business license applications.
- Issued five (5) new business licenses.
- Collected \$746.98 from the Beer, Wine & Liquor Tax.
- Entered payments into the A/S 400 System.
- Submitted the financial post, edit and balance reports.

Utility Billing

- Assessed late fees to delinquent accounts.
- Received \$22,665.31 in Sanitation and Stormwater revenues.
- Established Water and Sewer service for 45 new customers.

- Received \$97,674.56 in Water and Sewer revenues.
- Pilot Program: Delinquent Accounts Callout
 - Cut off report generated for cycle 3 on August 3rd produced 104 delinquent accounts.
 - Out of the 104 accounts, 61 were called and 36 received a tag through mail due to bad or no phone numbers.
 - Account Clerks received about 12 calls from these customers.

Human Resource

- Personnel Issues
- Employment Opportunities
 - Fire Fighter – Opened May 2nd until filled
- Resumes Submitted: 75
 - Fire Fighter: 3
- Participated in New World software training and conversion.
- Updated benefits information in AS400.
- Turn over report: There was 1 employee hired in the month of July. There were 0 terminations and 2 resignations in the month of July. There are 7 vacant positions; 1 in Main Street and Planning & Zoning, 3 in Public Services, 1 in Finance, 1 in Fire and 1 in Police.

Turn Over Report				
	Resigned	Retired	Terminated	2016
Admin				0
Court				0
Engineering				0
Finance				0
Fire	3			3
Main Street				0
Planning and Zoning				0
Police				0
Public Works	1			1
Water	1	1		2
Total	5	1	0	6
Average # Employees				148
Current # Employees (FT)				124
Current # Employees (PT)				24
Open Positions				6
Total Employees				154
Turn Over Percentage				4.054%

Court

- # of citations received: **56**
- # of warrants issued (FTA & VOP): **3**
- # of citations (FTA) sent to DDS: **0**
- # of scheduled arraignment cases: **0**
- # of scheduled trial cases: **0**
- Total amount collected for the week: **\$39,074.04**

INFORMATION TECHNOLOGY

GIS Projects

- Resized the Future Land Use Map (FLUM).
- Resized the Official Zoning Map.
- Updated the Official Zoning Map.
- Completed maps for the Southern Conservation Trust's Ridge Nature Area grand opening.

Technology Projects

- Ran network cable for a new printer location.
- Worked on the rebranding project.
- GL Data conversion data corrected and sent to New World.
- Business License data conversion corrected and sent to New World.

Police Technology Projects

- Archived 1 months of icop videos to storage.
- Downloaded 12 ICOP drives.
- Downloaded 25 body cameras.
- Archived body camera video to cloud storage.
- Conducted maintenance on the cloud storage server.
- Conducted maintenance on the body camera server.
- Re-loaded 1 desktop computer.

Open Records Request

- DVD Request of traffic stops and investigations: **23**

Web Site Visits for the Week

- Total pages viewed: **10,883**
- Total unique pages viewed: **8,183** (Excludes Repeated Pages viewed)
- Average time spent on each page: **53 Seconds**
- Top 10 City Web Pages

1.	Official Website Main Page	1,906	17.07%
2.	Jobs	667	6.07%
3.	Events	436	4.01%
4.	Government	336	3.09%
5.	On-Line Payments	296	2.72%
6.	Police	289	2.66%
7.	Residence	287	2.64%

8.	I Want To:	259	2.38%
9.	Search	245	2.25%
10.	City Departments	238	2.19%

Facebook Insights

- Total Page Likes (Fans) 5,712
- Total Reached 1841
- People Engaged 227
- Fans
 - Women **77%**
 - Men **23%**

ECONOMIC DEVELOPMENT

Economic Development

- Met with Rosser Architects to discuss project management for the Downtown Master Plan and options for building a new City Hall.
- Final contract review with Global Web Advisors staff and Council agenda preparation regarding their scope of services for rebranding and website development.
- Updated City info for new annual edition for The Source magazine, done by the Chamber of Commerce.
- Question preparation for interviews for the new administration position in the Building Department.

Main Street

- Prepared for Clint Black concert held on Saturday, August 6th. The show w

COMMUNITY DEVELOPMENT

Planning & Zoning

- Handled multiple customer/public inquiries for zoning uses.
- Organization of Planning and Zoning offices and file room.
- Revised the Planning and Zoning Commission agenda template to spell out each zoning request to include the applicant, parcel numbers, requested zoning action with proposed use, and property acreage.
- Developed new Planning and Zoning Commission report format to include more detailed information and location maps.
- Created Zoning Verification Letter Request Form and proposed fee structure.
- Researched Historic Preservation Ordinance/Board creation.

Building

- Number of Building Inspections Performed: **172**
- Number of Permits Issued: **31**
 - **2:** Building
 - Commercial Repair/Remodel: **0**
 - Commercial New: **0**
 - Residential Repair/Remodel: **0**

- Residential New: **2**
 - **0:** Demolition
 - **9:** Mechanical
 - **1:** Utility Restoration
 - **6:** Foundation Only
 - **8:** Electrical
 - **2:** Plumbing
 - **1:** Land Disturbance
 - **0:** Fence
 - **0:** Pool
 - **1:** Low Voltage
 - **1:** Construction Trailer
- Plans Received: **1**
 - Commercial Repair/Remodel: **0**
 - Commercial New: **0**
 - Residential Repair/Remodel: **0**
 - Residential New: **1**

Code Enforcement

- Total Inspections: **73**
 - Proactive: **62**
 - Complaint: **9**
- Verbal Warnings: **4**
- Written Warnings: **3**
- Notice of Violations: **18**
- Stop Work Orders: **0**
- Citations Issued: **0**

PUBLIC SERVICES (Sanitation, Stormwater, Water, Waste Water/Sewer, Public Works)

Public Works

- Cleaned City Hall
- Cleaned Police Department
- Cut and maintained the following areas:
 - Stonewall Avenue
 - Jeff Davis Drive North
 - Jeff Davis Drive South
 - Grady Avenue
 - Jimmy Mayfield
 - Lester Road
 - Hood Avenue
 - Highway 54 to Lafayette Avenue
 - Bradley Drive
 - City Hall
 - Church Street Park

- Holiday-Dorsey-Fife Museum
- Amphitheater
- Bradford Square
- Pulled weeds out of Highway 85 medians.
- Picked-up downtown area trash.
- Completed asphalt repair on Stephens Avenue.

Sewage Department

- Average daily flow treated is 2.206 million gallons per day.
- Performed weekly maintenance at 26 lift stations sites.
- Responded to 2 sewer backups.

Water Department

- Average daily flow of 1.520 of system demand.
- Repaired 1 water leak.
- Repaired 1 water main break.
- Pulled meter for Dairy Queen in preparation of the demolition.
- Worked with 92/Hood contractor lowering of a water main.
- Checked 8 locations for duplicate serial number verification.

Utility Locates

- Located the water and sewer for 42 utility locate tickets

POLICE DEPARTMENT

Among the numerous calls for service the **Patrol Division** handles; these are some of the highlights:

- **Fight**: Patrol units responded to the area of Movies 10 in reference to a fight between a male and female. FVPD identified both parties and arrested the male subject for disorderly conduct.
- **Robbery**: Patrol units responded to the area of Publix (Pavilion) in reference to an attempted robbery. A male approached the clerk and demanded money and that he had a gun. She refused to turn over any money. He left the store and ran around the building. CID and CSI were notified.
- **Burglary**: Patrol units responded to the area of Meadowbrook Court in reference to a burglary of a residence. The home owner was away from the residence on vacation when the crime was committed. A juvenile confessed to FVPD that he had taken items from the residence but had sold them to other individuals. CID was notified.
- Numerous arrest for traffic offenses (2), DUI (4)
- Several Arrest for shoplifting (5)
- 2 Wanted persons located
- Several arrest for offenses not listed above (2)

Training Division

- Registered four officers for training classes at various locations.

Community Events

- Officers attended the Law enforcement appreciation event at the Fayette County Animal Shelter.

Criminal Investigations

- Detectives responded to a robbery at Publix, 108 Pavilion Parkway.
- Detectives are working an undercover operation reference a fraud allegation.
- Captain Jeff Harris and Lieutenant Mike Francis attended a school/community meeting at the Lafayette Education Center to discuss current issues and the upcoming school year.
- **Weekly Stats:**
 - Investigations assigned **10** cases this week.
 - Investigations cleared **1** cases this week.

FIRE DEPARTMENT

Operations

- Incidents: Units responded to 50 emergency calls for service during the week.
- Projects/Training:
 - The August 1st volunteer meeting was held at Station 91.
 - Implemented new financial software system in the fire department.
 - Met with representative of Rhodes Consultants, Inc. to discuss fire lieutenant promotional process.
 - Continued work to close out expenses for FY 2016.
 - Attended a meeting with Rosser Architects to discuss plans for downtown.
 - Several staff members attended a workshop on Pinewood Forrest.
 - Attended a meeting with other public safety agencies and 9-1-1 to discuss new dispatch procedures.
 - Completed personnel action forms for FY 2017 budget.